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Course Code

Summer Practice Report

*Name Surname*

*Student ID*

*Summer Practice Dates, Duration*

Submitted: *Report Submission Date*

MEF University

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*DepartmentName* Engineering Program

# Executive Summary

One-page executive summary including:

* *Brief information on the main engineering activities of the company;*
* *Explanation of major internship activities you carried out: highlight the type of work you have done, and the project/work that you were engaged in during your internship;*
* *Summary of your expectations from the internship and the actual outcomes of it;*
* *Brief statement of what you have learned and benefited from your experience.*

Format: *Calibri, 11pt, Single space*

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*General report formatting rules (applies to all sections):*

* *Format: Sections 16 pt.; subsections 13 pt. and text single space, Calibri, 11pt. justified.*
* *Charts, Figures and Diagrams should be numbered, captioned, and cited in the text.*
* *All visual material (charts, figures, diagrams, etc.) must be of sufficiently high quality when printed.*
* *Information/large charts, figures, diagrams and source codes too bulky for inclusion in the main report can be given in the Appendix.*
* *Unless specifically indicated in the Program Internship Guidelines, referencing and citation should be made according to the* [*Harvard Referencing Guide*](https://www.ukessays.com/referencing/harvard/)*.*
* *All references must be cited in the text.*
* *Do not copy paste information directly from references. Explain all technical details/information in your own words.*
* *Avoid non-English words, text, visuals, etc.*
* *Do not forget to add page numbers.*
* *Get your report bound and plastic covered.*

# Company and Sector (*maximum ten pages)*

*This part should be a self-contained report in a continuous text format.*

## Overview of the Company and Sector (*maximum two pages)*

*Give the full name of the company and its brief history including full mailing address and relevant web links.*

*Indicate ownership type, area (indoors and outdoors), number of employees (blue collar, white collar), number of XX Engineers, products/services, production/service capacity, sales volume, market shares and competitors, suppliers and customers (domestic and/or international)*

*Indicate and explain the sector company operates in.*

*Specify the work done by the company in the sector.*

## Organization of the Company *(maximum two pages)*

*Provide an organizational chart of the company; describe the roles and responsibilities of major departments; indicate the relationship, hierarchies established between them: mechanic or organic structure.*

## Production/Service System *(maximum two pages)*

*Describe the production/service system by preparing a chart that shows the relations between the major components (marketing, manufacturing, finance, purchasing, sales, etc.) Prepare a process or a flow chart for one of the major products, subassemblies, or services. Specify productive and non-productive elements of this process and the elaborate on its performance. Discuss the planning, forecasting, inventory and logistic activities.*

* 1. Professional and Ethical Responsibilities of Engineers ***(minimum one page)***

*Provide a brief list of functions performed by XX Engineers in the company.*

*What are the* ***professional*** *and* ***ethical******responsibilities*** *of XX Engineers in the company? What are the professional and ethical standards used in the company? Is there an ethics code or code of conduct? Please explain by considering the professional activities that you observe in the company.*

# Summer Practice Description *(maximum fifteen pages)*

*Firstly, present the main list of activities performed during the summer practice and their explanations in detail. Provide relevant technical information and references on equipment, tools, processes, etc. that you have observed and/or used. While doing that, indicate*

* *XX Engineering related tasks you performed;*
* *the relationship of the work to your major studies;*
* *how interesting and challenging it was; and*
* *what you have learned and benefited from your experience.*

This is the main body of Chapter 2. Continue with an Activity Analysis and (for XX300) a Project.

* **Activity Analysis**
* *Describe a XX Engineering activity that you have either observed or have been a part of during your internship and describe this activity in detail.*
* *Determine and explain relevant performance indicators/metrics/measures by providing and interpreting related data/information.*
* *Point out problematic issues about the current situation by analyzing related data/information.*

*Activity can be a software development, a hardware unit design, a manufacturing process, a building construction, an industrial operation, an information flow, a decision-making process, etc.*

* **Project** *(only for XX300)*
* *Describe a XX Engineering activity that you have either observed or have been a part of during your internship and describe this activity in detail.*
* *Determine and explain relevant performance indicators/metrics/measures by providing and interpreting related data/information.*
* *Point out problematic issues about the current situation by analyzing the data/information.*
* *Detect a point that requires improvement, and thus define a legitimate XX Engineering problem.*
* *Analyze this problem with support of relevant data. Search and come up with an improved solution. While doing this, conduct a literature survey for alternative improvement/solution approaches that can be adopted for your work.*

*Activity can be a software development, a hardware unit design, a manufacturing process, a building construction, an industrial operation, an information flow, a decision-making process, etc.*

# Conclusions *(maximum one page)*

*After summarizing shortly, provide a brief evaluation of your internship activities.*

* *Summarize the activities you performed during internship;*
* *Summarize what you have learned from these activities;*
* *Explain any professional/technical experience you gained, and your opinions about the working environment and conditions of XX Engineers you observed;*
* *Discuss the current state and major challenges faced by the sector in terms of the technology used, market size, number of employees, etc.;*
* *Discuss what will change in the products, services, or processes of the sector of the company in the next five to ten years, with emerging technologies such as 3D printers, big data analytics, nanotechnology, carbon nanotubes, internet of things, quantum computing, biotechnology, artificial intelligence, cognitive science, robotics, and psychotechnology etc.*

## Impact *(minimum one page)*

*Engineering students should develop an understanding of the impact of engineering solutions in a global, economic, environmental and societal context.*

*Explain the possible global, economic, environmental and societal impacts of the engineering solution/activity you have described above / observed during your internship.*

## Team Work *(maximum one page)*

*Developing a solid understanding and positive attitude towards team work is central for all real life applications.*

* *Describe the team work that you have participated (or at least observed) during your summer practice, and*
* *Give positions and majors of the people and describe the contribution of each person and yourself in the team;*
* *Evaluate the composition, organization, and performance of your team.*

## Self-directed Learning *(minimum one page)*

*Developing a positive attitude to self-directed and lifelong learning with the aim of improving knowledge, skills and competencies is important both for personal and professional reasons.*

*Based on your internship experience,*

* *Identify additional knowledge, skills, and attitudes that would be appropriate for professional practice;*
* *Explain the additional information you needed to analyze the activity, conduct the project;*
* *Explain how you managed to collect the relevant information.*

# References

*Referencing and citation of all the articles, books, Internet sites etc. that are used during your summer practice should be made, unless otherwise required by the program internship guidelines, according to the* [*Harvard Referencing Guide*](https://www.ukessays.com/referencing/harvard/)*. All references must be cited in the text.*

# Appendix 1: Daily Activity Tables

*Internship related activities should be reported by student and approved by supervisor on a daily basis. Each page should contain no more than two daily activities.*

|  |  |  |
| --- | --- | --- |
| Date  | Supervisor’s Name | Signature |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Date  | Supervisor’s Name | Signature |
|  |  |  |

*Make duplicates of this form as needed*

Appendix 2:

*Include big charts, diagrams or source codes as appendices to provide better continuity of the text. These appendices should be enumerated and appropriately cited in the document.*

**Internship Documents**

**CHECKLIST**

***Department Name* Engineering Practice**

**MEF University**

For the completeness of your internship report submission, you are held responsible to

check the submission of the following items. The marked final checklist should be included to your submitted internship report as the last page. Student Evaluation Survey has to be submitted only through SIS.

* Internship Application and Acceptance Form signed/stamped? (Critical)
* Internship Report (Critical)
* Internship Evaluation Form enclosed/sealed (Critical)

(needs to be filled with pen, or via the link sent directly to the company.  Either way, form should be signed and enclosed)

* Daily activity pages signed? (Critical)
* Additional material (such as source codes) attached to the submitted report (Non-Critical)
* Internship Report bound and plastic-covered? (Critical)
* Internship Report and all accompanying material submitted in an envelope.
* Hereby, I accept liability for the accuracy and integrity of the submitted contents.

Student Name:

Signature:

Date: